

PUBLIC WORKS/PUBLIC UTILITIES DIRECTOR – 2990

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative work planning, organizing, and directing all public utility operations; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing, coordinating, and supervising the public works and public utility services, operations, programs, and staff; preparing and monitoring budgets; overseeing the preparation and maintenance of appropriate files and records; responding to citizens' services requests and complaints; preparing reports.

Prepares plans for future direction of department through day-to-day communication with staff, city hall staff and citizens;

Directing, coordinating and organizing staff for maximum efficiency;

Completes review of employees; reviews all merits for staff competed by immediate supervisors; counsels employees; review potential new hires and works closely with supervisors in regards to discipline;

Reviews plans and specifications for waterlines, sewer lines, subdivisions, etc. for compliance with City of Newton Standards; coordinates capital improvement projects; coordinates outside engineers for project work completed by the City;

Reviews monthly reports sent to county, state, for water, wastewater, sanitation, etc.;

Prepares for and attends Board meetings;

Prepares for and attends department head meetings;

Responds to citizens and customer concerns via telephone, mail, E-mail, and in person;

Completes special projects required by Board of Aldermen, federal and state regulations, planning future items;

Attends miscellaneous professional organization committees and conferences;

Reviews major items for purchase; approves large requisitions for purchase;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the practices and equipment used in public works and public utility maintenance and construction operations; thorough knowledge of the geography of the City; thorough knowledge of the principles and practices of civil engineering; ability to plan, supervise and inspect work of crews; ability to prepare budgets and monitor expenditures; ability to prepare and maintain detailed records; ability to establish and maintain effective working relationships with City officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public works administration, civil engineering or related field and extensive experience in public works and public utility operations.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina.